



STATE OF MAINE
PUBLIC UTILITIES COMMISSION
101 Second Street, Hallowell, Maine 04347
18 State House Station
Augusta, Maine 04333-0018

MARK VANNOY
CHAIRMAN

DAVID LITTELL
COMMISSIONER

January 30, 2015

TO: Gas Companies (by email only)

SUBJECT: 2014 Annual Report to the Public Utilities Commission

Annual Report/Revenue Due Date:	April 1, 2015
Extension Request Deadline:	March 27, 2015
Requests for Protective Treatment:	March 7, 2015
Changes in Report: NONE	
Changes in Process: Excel File Required. Filing to be made through CMS	
Source of Gross Revenues: Operating Revenues Page 12 – 13, column (c), line 2	
Link to Electronic Copy of Report and Filing Instructions: http://www.maine.gov/mpuc/online/forms/AnnualReportForms.html	
Link to Filing Site: http://www.maine.gov/mpuc/online/index.shtml	

Title 35-A M.R.S.A. § 504 requires that, within three months of closing its accounts each year, public utilities must file a “balance sheet together with other information as the commission may prescribe.” Chapter 410 of our rules governs gas utility annual report filing requirements. Chapter 410 § 4(B) requires that every natural gas utility file an annual report with the Commission no later than April 1 of each year and establishes that the Commission shall send a blank report to each natural gas utility by January 30 of each year.

Any request for an extension of the filing deadline must be in writing and must be sent to Lucretia Smith at the Commission by March 27, 2015. For this purpose, an email is acceptable (lucretia.smith@maine.gov). An extension of up to one month may be granted for filing the complete report. However, because the Commission must complete its annual assessment preparation, which requires use of operating revenue

information, by May 1 of each year, we request that companies file revenue information by the April 1 deadline.

The 2014 Annual Report form is available on our web page at <http://www.maine.gov/mpuc/online/forms/AnnualReportForms.html>. We have not changed the 2014 report.

Pursuant to Chapter 710 of the Commission Rules, each utility must file a copy of its independent auditor's report with the Commission by July 1, 2013, but it may request an extension if necessary. If the auditor expresses a qualified opinion or finds inaccuracies in the information contained in the Annual Report, the utility must file corrected pages of the Annual Report, and it must indicate what action it will take to prevent future misreporting or to correct any identified deficiency in its accounting systems. Beginning with the 2013 report, we are requesting that the report be filed in Commission's CMS system, using the same tracking number the utility will be given when it files its PUC Annual Report.

The annual report filing is done through the Commission's CMS system. **An Excel spreadsheet is required.** We no longer accept paper copies. All annual reports are public unless the Commission issues a specific protective order. Chapter 410 § 4(D) addresses the confidential treatment of the reports. A natural gas utility may request that the Commission issue a protective order pursuant to 35-A M.R.S.A. § 1311-A and M.R.Civ.P. Rule 26(c) to keep certain information in its annual report confidential for a specified period of time. If you wish a protective order for the 2014 annual report, you must file a motion for such by March 7, 2015 using the Commission's CMS system. The Commission will review the requests and issue protective orders as warranted. The utility must also file a redacted version of its annual report for public viewing. This request must be filed on an annual basis.

In lieu of the annual report described in Chapter 410 § 4(B), § 4(C) allows an interstate natural gas pipeline utility operating in Maine to file a copy of its FERC annual report with the Commission or notify the Commission when it has filed its FERC annual report with instructions on how it may be viewed or obtained.

If you have any questions about the filing procedures please contact Lucretia Smith by email Lucretia.smith@maine.gov or call me at 287-3831.

Sincerely,

/s/ Harry Lanphear

Harry Lanphear
Administrative Director